



CLAROID PHARMACEUTICALS LIMITED
(Formerly Known As: Claroid Pharmaceuticals Private Limited)
CIN: U24304GJ2018PLC103796

Registered Office:

S.No-217/P, Opp Gurukul English School,
Kamod-Pirana Road, Pirana,
Ahmedabad, Daskroi, Gujarat, India, 382425

Email: md.claroidpharma@gmail.com

POLICY ON PRESERVATION OF DOCUMENTS

Under Regulation 9 of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015



1. **PREAMBLE:**

Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Regulations”) mandates listed entities to formulate a policy for preservation of documents which shall be approved by the Board of Directors. Any subsequent to modification and / or amendment to this Policy shall be subject to the approval of the Board of Directors.

Accordingly, Claroid Pharmaceuticals Limited (“**the Company**”) has framed a policy with the objective of classifying various documents, records and registers for the purpose of determining the duration up to which such documents should be preserved.

The purpose of this Policy is to ensure that the Company complies with the requirement of a Policy for preservation of documents in accordance with Regulation 9 of the SEBI Regulations and as per the Secretarial Standards issue by the Institute of Company Secretaries of India and approved by the Central Government under Section 118(10) of the Companies Act, 2013.

2. **SCOPE:**

This policy shall govern the maintenance and preservation of Statutory Documents which are required to be maintained by the Company under the Companies Act, 2013 and Rules made there under. Company’s other documents may be maintained according to requirement of applicable laws and/ or discretion of the management.

3. **OBJECTIVE OF THE POLICY:**

The main objective of this policy is to ensure that all the statutory documents maintained under the Companies Act, 2013 are preserved in compliance with the Regulations and as per Policy framed in compliance with the Regulations. The major objectives of the policy are:

- Identification of Statutory Registers and other records of the Company which are required to preserved.
- Identification and categorization of the Statutory Registers and other records to be maintained either for eight years or permanently.
- Decide whether the Statutory Records and documents are to be preserved in physical form or in electronic form.
- After completion of 8 years, for the Statutory documents which are to be preserved for 8 years only may be disposed off as per the guidelines of the Policy or as decided by the Board of Directors at that time.

4. **DEFINITIONS:**

- “**Act**” means the Companies Act, 2013, Rules framed there under and any amendments thereto;
- “**Regulations**” means Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015;
- “**Company**”, “This Company”, “The Company”, and “Company” wherever occur in the policy shall means “Claroid Pharmaceuticals Limited”;
- “**Board of Directors**” or “**Board**”, means the collective body of the Directors of the company;
- “**Policy**” or “**This Policy**” means, “Policy on Preservation of Documents.”



- **“Maintenance”** means keeping Documents, either physically or in Electronic Form.
- **“Preservation”** means to keeping in order and to prevent from being altered, damaged or destroyed.
- **“Electronic Form”** means any contemporaneous selection of Electronic device such as computer, laptop, compact disc, floppy disc, space on electronic cloud, or any other form of storage and retrieval device, considered feasible, whether the same is in possession or control of the company or otherwise the Company has control over access to it.

5. **INTERPRETATION:**

Terms that have not been defined in this Policy shall have the same meaning assigned in the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, and/or any other SEBI Regulation(s) as amended from time to time.

In case of any dispute or difference upon the meaning/interpretation of any word or provision in this Policy, the same shall be referred to the Board of Directors to decide thereupon.

6. **GUIDELINES:**

Regulation 9 of Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, provides that the listed entity shall have a policy for preservation of documents, approved by its Board of Directors, classifying them in at least two categories as follows:

- a. documents whose preservation shall be permanent in nature;
- b. documents with preservation period of not less than eight years after completion of the relevant transactions:

Accordingly, the preservation of Documents shall be done in the following manner:

- a) Where there is a period for which a Document is required to be preserved, as per Applicable Law, for the period required by Applicable Law.
- b) Where there is no such requirement as per Applicable Law, then for such period as the document pertains to a matter which is “Current”.
- c) In case of any other Document, for such period, as a competent officer of the Company required to handle or deal with the Document takes a considered view about its relevance; Provided that generally speaking, a Document may be preserved for a period of 4 years from the date on which the Document was originated.

An indicative list of the Documents and the time-frame of their preservation is provided in **Annexure -I**.

7. **MODES OF PRESERVATION:**

The Documents may be preserved in

- a) Physical Form; or
- b) Electronic Form.

The official of the Company required to preserve the Document shall be Authorized Person who is generally expected to observe the compliance of requirements of Applicable Law.

The preservation of Documents should be such as to ensure that there is not tampering, alteration, destruction or anything which endangers the content, authenticity, utility or accessibility of the Documents.



The preserved Documents must be accessible at all reasonable times. Access may be controlled by Authorised Person with preservation, so as to ensure integrity of the Documents and prohibit unauthorized access.

8. DISTRUCTION OF DOCUMENTS:

Destruction as a normal administrative practice usually occurs because there cords are duplicated, unimportant or for short-term use only. This applies to both Physical and Electronic Documents.

The temporary Documents, excluding the Current Document(s) shall be destroyed after the relevant or prescribed period, by the Authorised Person in whose custody the Documents are stored, after the prior approval of the Board or any other authority as required under the Applicable Law pursuant to which the Documents have been preserved.

A register of the Documents disposed/destroyed shall also be maintained. It shall state the brief particulars of the Documents destroyed, date of disposal/destruction and the mode of destruction.

The entries in the register shall be authenticated by the Authorised Person.

9. REVIEW:

This policy shall be reviewed from time to time so that the policy remains compliant with applicable legal requirements. The Company Secretary will keep the policy updated as per applicable statutory guidelines.



Annexure-I

PERMEMENT PRESERVATION	TEMPORARY PRESERVATION
<ul style="list-style-type: none">➤ The Memorandum and articles of the company➤ Affidavit from the subscribers to the memorandum and from persons named as the first directors➤ Register of members➤ Books and Documents relating to the issue of share certificates, including the blank forms of share certificates➤ The foreign register of members➤ Minutes book of general meetings➤ Minutes of Board meeting and Committee meetings➤ Register of Contracts and Arrangement in which Directors are Interested➤ Register of Inter Corporate Loan & Investments	<ul style="list-style-type: none">➤ Register of charges (8 years)➤ Register of debenture holders or any other security holders (8 years from the date of redemption of debentures or securities)➤ Copies of all annual returns prepared under Section 92 of the Companies Act, 2013 and copies of all certificates and Documents required to be annexed thereto (8 years from date of filing with the Registrar)➤ Foreign register of debenture holders or any other security holders (8 years from the date of Redemption)➤ All notices pertaining to disclosure of interest of directors➤ All certificates surrendered to a company (3 years from date of surrender)➤ Register of deposits (not less than 8 years from the date of last entry)➤ Instrument creating a charge or modification (8 years from date of satisfaction of charge)➤ Books of Accounts, Financial Statements, etc (8 years from the last of financial year)➤ Office copies of Notices, scrutinizer's report, and related papers (as long they remain current or for 8 financial years), Whichever is Later